

# **USACE Recreation Use Fee SOP and Implementation of EC 1130-2-550, Chapter 9 Overview**

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# Agenda

- Overview of what has already been implemented
  - ▶ Every Kid in a Park (EKiP)
  - ▶ USACE Recreation Use Fee Standard Operating Procedure (RUF SOP)
- Overview of RUF SOP
- Overview of EC 1130-2-550, Chapter 9



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# What has already been implemented?



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# Every Kid in A Park (EKiP)

**CONGRATULATIONS!**  
**YOU'VE EARNED A FREE PASS**  
TO ALL FEDERAL LANDS AND WATERS

Follow these instructions to start your adventure!

- 1 Print this page**  
Great job! First print this paper voucher and put it in a safe place until you are ready to use it.



USE AS OFTEN AS YOU LIKE THROUGH AUGUST 2016

**4TH GRADER ACCESS**

**ALL FEDERAL LANDS AND WATERS**

- 2 Hit the road**  
Click "Plan Your Trip" on this website ([www.everykidinapark.gov](http://www.everykidinapark.gov)) to learn about all of the places you can go.

- 3 Get in free!**  
Show this paper voucher to receive free access and/or claim your 4th grade pass. Be safe and have fun!

This area for official use by facility personnel

AB CDEFGH



**VALID THROUGH**  
**AUGUST 2016**

**FREE**

**AMERICA THE BEAUTIFUL**  
**THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS**

Valid for entrance or standard amenity fees at Federal Recreation sites for pass holder and occupants of a single, private non-commercial vehicle OR pass holder and three persons (16 and older) where per person fees are charged. NOT covered: camping, tours, special recreation permits, etc. MAY NOT cover: organized groups or concession operated facilities or activities. Agencies are NOT responsible for misplaced, lost, or stolen cards.

U.S. Fish and Wildlife Service • Forest Service  
Bureau of Land Management • National Park Service • Bureau of Reclamation

4th Grade Student - Print Name

Craters of the Moon NM&PRES - Patrick Teth VOID IF ALTERED • NON TRANSFERABLE • NON REFUNDABLE

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- USACE implemented along with other agencies on September 1, 2015.
- Are valid for USACE Day Use Fees (boat launch and beach use).
- USACE initially planned to only honor but then decided to implement at same time as the rest of the participating agencies.



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# Overview

## USACE Recreation Use Fee Standard Operating Procedure (RUFSOP)



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# USACE Recreation Use Fee Program Standard Operating Procedure (RUF SOP)

- USACE has never had a defined RUF SOP.
- Defines the roles of the different types of Government Fee Collectors.
- Defines the security measures required to protect government funds.
- Defines auditing procedures.



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# USACE RUF SOP

- OPM and Manager are responsible for implementation of this SOP.
- Government Fee Collectors must be designated in writing by the Finance and Accounting Officer (FAO)



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# USACE RUF SOP

## **Recreation Fee Cashier (RFC and Alternate (ARFC) roles.**

- Receive collections on behalf of the Government and transmit to the USACE Finance Center or NRRS.
- Ensure fee collections are remitted once a week or at any time the amount collected exceeds \$5,000.
- Endorse each negotiable instrument immediately upon receipt.
- Secure collections which have not been transmitted.



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# USACE RUF SOP

## **Recreation Fee Cashier (RFC and Alternate (ARFC) roles.**

- Maintain necessary documentation to show accountability of fee collections.
- Record all accountable fee property and use fee collection/remittance documentation.
- Track fees from initial collection through the remittance process until fees are deposited with the US Treasury.
- Correct errors and verify deposits have been reconciled, and record evidence that the funds were deposited to the Treasury.



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# USACE RUF SOP

## Non-Government Fee Collectors

- Consist of Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs) and Fee Collection Contract (FCC) collectors.
- May be authorized to collect and remit fees per the requirements of their contract or volunteer agreement.



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# USACE RUF SOP

## Key Control Custodian

- Authorized person must be designated.
- Report lost keys to the RFC or ARFC and Manager.
- Provide master key list to Manager who will have available for audit.



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# USACE RUF SOP

## Key Control Custodian

- At locations with honor vaults and **AT LEAST three permanent employees**, the Key Control Custodian may not be the RFC or ARFC.
- At location with honor vaults and less than three permanent employees, the OPM will implement an auditable process to ensure accountability of funds collected.
- At locations **without** honor vaults, it is recommended the Key Custodian not be assigned any Use Fee Program duties.



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# USACE RUF SOP

## Receipts

- A receipt shall be used to transfer all accountable fee property and government funds (use fees) between all collectors and from collectors to the RFC or ARFC.
- Both persons must sign the receipt after agreeing to the amount.
- Under **NO** circumstances shall accountable property or government funds be received, accepted, assigned or transferred without a receipt.



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# USACE RUF SOP

## Personal Change Fund

- Use fees shall not be commingled with private funds or other use fees collected under separate gate attendant/volunteer/fee collection contracts except for a specified amount of personal funds for use in making change as needed during use fee collection duties as specified in their contracts.



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# USACE RUFSOP

## NRRS

- Collectors **MUST** follow the collection procedures outlined in the NRRS Operating Procedures.
- NRRS permits/receipts must be printed on two-part receipt type paper or two copies printed to provide one to the customer and a copy to the RFC.
- Access to the NRRS shall be restricted to authorized users.
- A minimum of two copies of the approved remittance document shall be printed to provide copies to the AC or FCC collector and RFC/ARFC.



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# USACE RUFSOP NRRS

- The RFC shall record NRRS remittances on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG Forms 6066, 6067, 6068 and 6069).



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# USACE RUFSOP

## **Honor Vaults/Automated Pay Stations**

- Automated Pay Stations are authorized for use.
- Shall be double box/double lock system.
- One key to remove insert and a different key to gain access to the contents of insert.
- Combination locks shall NOT be used.



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# USACE RUF SOP

## Honor Vaults/Automated Pay Stations

- **Same person can not have access to both keys.**
- Transported within interior of a vehicle, or secured in the back of a vehicle.
- The inserts shall be given to an authorized person or placed in a lockable area inside the Lake/Area Office which has controlled access.
- A local numbering system should be developed and implemented so that all inserts may be tracked and accounted for at any time.



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# USACE RUFSOP

## Honor Vaults/Automated Pay Stations

**If accountability and transfer can be done immediately**

- Authorized insert box collector collects vaults.
- Opening of insert boxes:
  - ▶ Contents accounted for by an authorized government employee and another authorized person.
  - ▶ Contents must be counted and verified by both parties.
- Transferring funds:
  - ▶ After amount is confirmed by both parties and funds are properly transferred to the RFC/ARFC, the RFC/ARFC is then responsible for the safeguarding of funds.



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# USACE RUF SOP

## Honor Vaults/Automated Pay Stations

**Accountability and transfer are not done immediately:**

- ▶ Unopened honor box insert must be secured by the insert box collector in a safe, secure room, or secure locker/cabinet, assigned to the insert box collector, until such time as an accounting can be made by both the collector and the RFC/ARFC.



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# USACE RUF SOP

## Transmittal of Collections

- Transmitted through one of two systems:
  - ▶ Through NRRS Field Reservation Program (Currently known as ORMS)
  - ▶ CEFMS/USACE Finance Center
- It is recommended that language be added to bids for Contract Gate Attendant and Fee Collection Contracts requiring the contractor to purchase/provide their own money orders/certified checks for all cash collections and remittances.



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# USACE RUF SOP

## Remitting Fee Collections

- Make deposits no less than once a week, or at any time the amount collected reaches or exceeds \$5,000.
- Remittances shall be mailed during normal business hours (Mon-Fri) from either inside U.S. Post Office facilities or from the Project Office.
- Remittances shall not be left overnight in the Project Office mail box.



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# USACE RUF SOP

## Remitting Fee Collections (NRRS Collections)

- Contractor mails directly to the NRRS lock box:
  - ▶ At the discretion of the OPM or Manager
  - ▶ A copy of the Deposit Summary Report (DSR) must be provided to the RFC/ARFC within one week of remitting the monies.
  - ▶ **If this option is utilized a Quality Assurance Surveillance Plan must be included in the contract scope of work.**
- Contractor doesn't mail directly to the NRRS lock box:
  - ▶ At the discretion of the OPM or Manager
  - ▶ Delivers required items to the Project/Area Office
  - ▶ Strongly recommend use of a locking money bag for this transfer.
  - ▶ Upon arrival at the office, the envelope or locking money bag shall be given to the RFC or placed in a drop vault that only the RFC has key-controlled access.



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# USACE RUF SOP

## Bonding

- Prior to the start date contractors and volunteer collectors who will handle or collect government funds are required to be bonded or provide an irrevocable letter of credit.
- Must be bonded for a minimum of \$5,000 up to the maximum amount of use fees, from all collection sites, that the fee collector could have on hand at any given time (whichever is greater).
- Bonds shall be made payable to the USACE \_\_\_\_\_ District



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# USACE RUF SOP

## Volunteer Fee Collector (VFC)

- Volunteers may be authorized to sell permits and collect fees from the public.
- Volunteers may also be required to directly transmit funds to the NRRS Lockbox.
- Volunteer coordinator and RFC shall ensure that volunteers **sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds.**
- The volunteer coordinator shall ensure that the volunteers are properly trained, bonded and provided a security awareness briefing.



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# USACE RUF SOP

## Criminal Background Investigations

- ALL persons handling Government monies or accessing the Government computer system.
- **Conducted on contract or volunteer fee collector team members (spouse, partner, etc.) who are living onsite and assist the designated authorized collector in any way.**
- Conducted either prior to or soon as possible after the start/report date.



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# USACE RUFSOP

## Security Briefing

- Security briefing will be held with all new government personnel, contractors, volunteers and associated personnel prior to any handling of government funds.
- Security briefing shall be conducted by the RFC/ARFC and shall include but not limited to:
  - ▶ Funds Security
  - ▶ Personal Safety
  - ▶ Theft/Loss of Government Funds
  - ▶ Personal Responsibility
  - ▶ Reporting Procedures
  - ▶ Conflict of Interests
  - ▶ Inspections/Audits



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# USACE RUF SOP

## Inspections

- Rec Fee Cashier or Alternate shall visit each gatehouse a minimum of once/week to review activities.
- **Honor boxes shall be inspected a minimum of every five years**
  - ▶ the Rec Fee Cashier or Key Control Officer along with a person who has a key to the outer shell.
  - ▶ Open outer shell and conduct an on-site compliance inspection.
  - ▶ Verify the double box/double lock key control policy is being enforced and that insert numbers match documentation and location.



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# USACE RUF SOP

## Audits

- Random
  - ▶ **Conducted at least once every five years**
  - ▶ Rec Fee Cashier or Alternate conduct unannounced spot audits of all collectors.
  - ▶ **Conduct unannounced spot audits of CGA and Volunteers a minimum of twice during the contract/service period.**
  - ▶ Honor vaults inspector must check key control master list and documentation for vault and insert box numbering and assignment.



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# USACE RUF SOP

## Audits

- **Quarterly**

- ▶ Rec Fee Cashier or Alternate will audit all collectors

- **Semiannual**

- ▶ Rec Fee Cashiers and Alternates will be audited by an authorized person designated by the Manager.

- **Annual**

- ▶ Entire lake/area Use Fee Program shall be audited by an authorized person from another lake/area office designated by the OPM or by a person from the District Office.
- ▶ Findings forwarded to the District Chief, Operations Division.



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# USACE RUFSOP Records

- All use fee records must be kept a **minimum of six years and 3 months.**
- After must be destroyed by **shredding or burning.**



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# USACE RUF SOP

## Physical Security

- Gate Houses
  - ▶ Where feasible, all gatehouses should be equipped with an alarm system.
  - ▶ Lockable cash drawers for daily collections.
  - ▶ Equipped with either a combination safe or key lock safe.
  - ▶ Funds can not be commingled so if you have multiple collectors at the gate house then each must have their own safe.
  - ▶ Combination must be changed at least every six months or anytime contractor/volunteer changes.



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# USACE RUF SOP

## Physical Security

- Office Safes
  - ▶ Each RFC/ARFC and AC shall be assigned an individual combination lock safe module located within the main safe at the Project Office.
  - ▶ No “community area” in office safes shall be used to store accountable use fee property or monies.
  - ▶ Combinations must be changed at least every six months and upon transfer, separation, change of employees, etc.
  - ▶ Combinations of all safes and modular safes at the Project Office must be sent to the District Finance and Accounting Officer.



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# USACE RUFSOP Training

- Annual refresher training must be conducted for all authorized collectors and documented on ENG Form 6070.
- Training shall include the RUFSOP, EC 1130-2-550, Chapter 9



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# Overview

Changes Effective 1 January 2016

EC 1130-2-550, Chapter 9



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- EC 1130-2-550, Chapter 9 revises guidance for the USACE Recreation Use Fee Program found in ER and EP 1130-2-550, Chapter 9.
- Supersede for a period of two years once published.
- Full implementation 1 January 2016.



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# EC 1130-2-550, Chapter 9

## CAMPING

- **Minimum Fee Schedule Changed**

Only change was to the Single User Unit Camp Areas:

Class D went from \$5 to \$8

Class C went from \$6 to \$10

Class B went from \$8 to \$12

Class A went from \$10 to \$14



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# EC 1130-2-550, Chapter 9

## CAMPING

### ■ Comparability Study

- ▶ The comparability of other facility and its amenities changed from within a reasonable distance (30-60 miles) to 60 miles.

### ■ Fee Schedules

- ▶ District Chief of Operations approves.
- ▶ Changed from no later than 01 August annually to 01 August biennially

### ■ Utilities

- ▶ Sites with utility hookups, a separate utility fee **shall not** be charged. The cost for the utilities shall be included in the use fee regardless of whether they are used.



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# EC 1130-2-550, Chapter 9

## CAMPING

### ■ Visitors Fees

- ▶ Visitors of registered campers may be charged use fees (visitor fee)
- ▶ Shall entitle the holder to use all Corps-operated day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.
- ▶ If charged, the fee shall not exceed 50 percent of the single user unit campsite fee.

### ■ Discounts

- ▶ No change (Senior/Access AtB and Age/Access Passports still receive 50% off)



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# EC 1130-2-550, Chapter 9

## CAMPING

- **Reservations**

- ▶ Minimum of 60% of the campsites per campground that offers reservable campsites shall be made available for reservations in NRRS.

- **FREE-NIGHT Camping Certificates**

- ▶ May be issued for purposes of increasing awareness of recreation opportunities and resolution of customer complaints.

- **Safety Certificates**

- ▶ May be issued for both camping and free day use for the purpose of rewarding recreation safety to potential users exhibiting a safety practice (example: Flotation Citation).



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# EC 1130-2-550, Chapter 9

## Day Use

- **Can be charged for standard amenities such as:**
  - ▶ Swimming beaches
  - ▶ Boat ramps
  - ▶ Shooting ranges
  - ▶ Disc golf
  - ▶ Etc.
  
- **Comparability Study**
  - ▶ Conducted biennially for day use areas.



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# EC 1130-2-550, Chapter 9

## Day Use

- **Location Fees Shall be Charged**

- ▶ Areas having a boat ramp and/or developed swimming beach and one or more of the following facilities: restroom, picnicking facilities, change house, or other developed recreation facilities.
- ▶ Day use fees shall NOT be charged at boat ramps or developed swimming beaches located in recreation areas which are exclusively campgrounds.

- **Reasonable Expectation**

- ▶ Shall be charged where there is reasonable expectation that revenue shall exceed cost of collection, to include implementation costs.
- ▶ Cost and revenue estimates shall be reviewed periodically by District Chief of Operations.



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# EC 1130-2-550, Chapter 9

## Day Use

- **Children**
  - ▶ No Day Use fee shall be changed for children under the age of 16 (this use to be 12)
- Payment of the day use fee entitles the user to launch a boat or use any developed swimming beach at any USACE-operated recreation area on that day, with the exception of facilities reserved exclusively for campers.



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# EC 1130-2-550, Chapter 9

## Day Use

### ■ Minimum Fees

- ▶ Exception to minimum fees may be approved by District Chief of Operations
- ▶ Minimum \$5 per private non-commercial vehicle
- ▶ Minimum \$20 per bus or commercial vehicle
- ▶ Minimum \$2 per adult for walk-in or bike in (number of individuals in the private vehicle/bus/commercial vehicle does not apply).
- ▶ No longer any discounts for Access/Senior America the Beautiful; Golden Age/Access Passports



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# EC 1130-2-550, Chapter 9

## Other Equipment, Facilities and Services

- Fees may be charged for outdoor recreation equipment and services provided at government expense for visitor uses.
- **EXAMPLES:** firewood, ice, laundry machine use, shower use, dump station use, parking, parking fees in campgrounds (not at campsites) and equipment rental (such as rent-a-tent).
- Service must be directly and clearly related to the visitor's recreation experience.
- Care should be taken to avoid the appearance of excessive fee collection.



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# EC 1130-2-550, Chapter 9

## USACE Annual Day Use Pass

- **Cost:** \$40 (increased from \$30)
- No longer offered at ½ price
- Need for this pass will be evaluated at the end of the EC two-year trial period.
- Only valid for USACE projects



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# EC 1130-2-550, Chapter 9

## USACE Annual Day Use Pass

- **Utilizing Third Party Sales**

- ▶ Is encouraged utilizing Challenge Partnerships, Cooperative Associations or Vendors
- ▶ Vendors are required to sell passes without markup
- ▶ Accounting process must be established at local level

- Sales at outdoor recreation shows, special events, fairs, etc. is encouraged by USACE personnel and volunteers.



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# EC 1130-2-550, Chapter 9

## USACE Annual Day Use Pass

- **Damaged Passes:**

- ▶ **SHALL BE** replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable.
- ▶ Must be kept for six years and three months along with other pass documentation

- **Lost or Stolen:**

- ▶ Shall **NOT** be replaced if lost or stolen.



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# EC 1130-2-550, Chapter 9

## America the Beautiful Interagency Passes (AtB)

### ■ Participating Agencies:

- ▶ Bureau of Land Management (BLM) <http://www.blm.gov>
- ▶ Bureau of Reclamation (Reclamation) <http://www.usbr.gov>
- ▶ Fish & Wildlife Service (FWS) <http://www.fws.gov>
- ▶ USDA Forest Service (USDA FS) <http://www.fs.fed.us>
- ▶ National Park Service (NPS) <http://www.nps.gov>
- ▶ U.S. Army Corps of Engineers (USACE) <http://www.usace.army.mil>



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# EC 1130-2-550, Chapter 9

## AtB Pass Options - Six Passes, Annual Decals and Hangtags

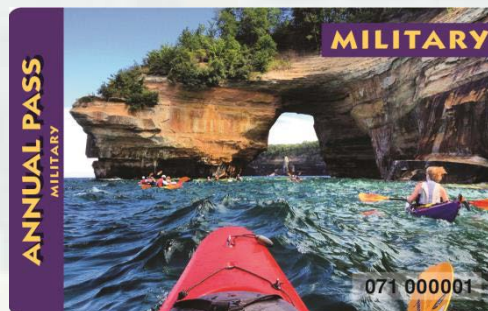
### ■ Interagency Annual Pass:

- ▶ Cost: \$80
- ▶ Anyone can purchase
- ▶ Valid one year from month of purchase



### ■ Annual Military Pass

- ▶ Cost: FREE
- ▶ For all active military members and their dependents
- ▶ Valid one year from month of issue



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## ■ Senior Pass:

- ▶ Cost: \$10
- ▶ Must be 62 years of age or older and a U.S. citizen or permanent resident.
- ▶ Valid for life time of pass holder



## ■ Access Pass

- ▶ Cost: FREE
- ▶ Requires documentation of permanent disability for U.S. citizen or permanent resident.
- ▶ Valid for life time of pass holder

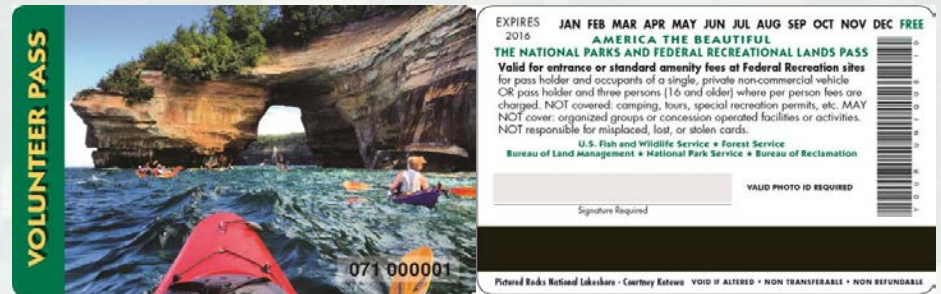


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## ■ Volunteer Pass:

- ▶ Cost: FREE
- ▶ Must have completed 250+ hours of volunteer service on public lands.
- ▶ Valid for one year from the month of issue.



## ■ Every Kid in A Park Pass

- ▶ Cost: FREE
- ▶ Current 4<sup>th</sup> Grade Students with a valid Every Kid in a Park Voucher.
- ▶ Valid from September 1 to August 31 the year of issue.



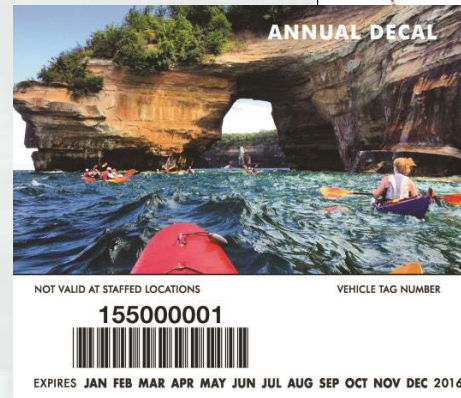
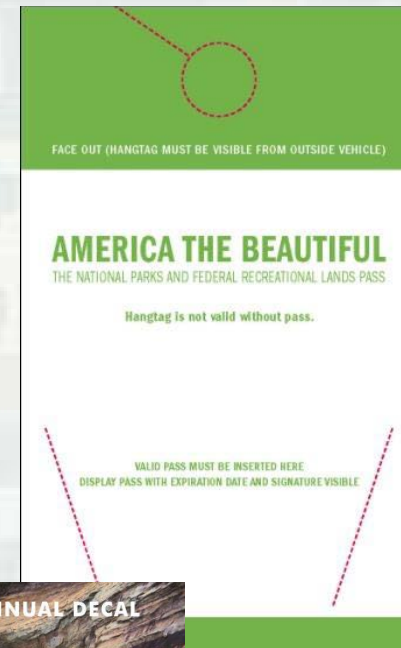
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- **Hangtags:**

- ▶ Cost: FREE
- ▶ Used to display passes for areas not staffed.

- **Annual Decals**

- ▶ Cost: FREE
- ▶ Can ONLY be issued to holders of passes listed above excluding the EKIP Pass.
- ▶ For open-top vehicles to display at areas not staffed.



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# EC 1130-2-550, Chapter 9

## AtB Passes

### ■ **Damaged Passes**

- ▶ Shall be replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable. Damaged pass must be kept for six years and three months.

### ■ **Lost or Stolen Passes**

- ▶ Passes CANNOT be replaced if lost or stolen.

### ■ **Pass Misuse**

- ▶ Since all passes are non-transferable the verification of pass ownership is a legitimate component of the program.
- ▶ Photo identification will be requested to verify pass ownership.
- ▶ When passes are sold, visitors should be informed that they will be required to show identification when they use their pass at staffed areas.



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# EC 1130-2-550, Chapter 9

## **AtB Passes - Ordering**

- USGS is the contracted fulfillment provider for the program.
- The USACE Interagency Pass Coordinator will send out a request to the District POC for estimated passes needed, by type, at the end of October each year.
- Each District POC is responsible to work with field sites to determine need, order passes, and ship passes to field sites once received.



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# EC 1130-2-550, Chapter 9

## **AtB - Funding**

- Revenue generated through “Central Sales” covers program costs including product design production, fulfillment and marketing.
- Shipping cost is currently being covered by HQ to District and by Districts to Field Sites.



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# EC 1130-2-550, Chapter 9

## AtB Passes - Revenue

- 100% of Revenue generated from each project's sales will be deposited into a Project specific fund account.
- Funds deposited into these accounts will remain available for expenditure, without further appropriation, until expended (funds can accumulate for multiple fiscal years).
- Revenue generated through "Central Sales" once all program cost are covered will be distributed back to the participating agencies based on percent of sales by agency.



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# EC 1130-2-550, Chapter 9

## AtB Passes - Revenue

- Funds from AtB Pass revenues can ONLY be expended for these categories:
  - ▶ Repair, maintenance and facility enhancement related directly to visitor enjoyment, visitor access, health and safety.
  - ▶ Interpretation, visitor information, visitor service, visitor needs assessments and signs.
  - ▶ Habitat restoration directly related to wildlife-dependent recreation that is limited to hunting, fishing, wildlife observation or photography.
  - ▶ Law enforcement related to public use and recreation.
  - ▶ Direct operating or capital costs associated with the recreation fee program.
  - ▶ Administration of the recreation fee program (can not exceed 15% of total pass fee revenue collected).
  - ▶ Funds CANNOT be used for biological monitoring.



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## EC 1130-2-550, Chapter 9

# Special Use Permits-Special Activity Permits

- Special Activity Permits may be issued for the specific use of project resources benefiting an individual or small group that may be recurring in nature.
- Special Activity Permits serve to regulate these activities and promote environmental, safety, or security concerns; restrict number of visitors to an area; place restriction on the recreational use activity or provide information to the user concerning their activity.
- Examples: hunting, off-road vehicle use, academic research, backcountry use, limited access to closed areas, small wedding, small fishing tournaments, or any unique activity that requires oversight.



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Activity Permits

- Special Activity Fee may be charged to cover:
  - ▶ Administrative cost of the program.
  - ▶ Recover cost incurred by the Corps to manage the permit program.
- Cost may vary depending on the size and complexity of the permit that is issued but may include:
  - ▶ Labor
  - ▶ Physical overhead
  - ▶ Vehicle costs
  - ▶ Indirect costs (including material and supply costs, utilities and travel)
- Special Activity Program General Plan for Operating
  - ▶ Include the fee structure
  - ▶ Must be approved by District Chief of Operations.
  - ▶ Copy must be maintained at the Project Office.



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Facility Permit

- A fee may be charged for the use of specialized recreation facilities (e.g. group picnic shelters, multipurpose courts, amphitheaters, etc.)
- Items classified and collected as Recreation Use Fees (campsites, beaches, boat ramps, etc. are **NOT** considered “Special Facilities”
- Special Facilities the project has the intent of charging a fee **MUST** be included in OMBIL as a “facility.
- Special Fee Schedule
  - ▶ Must be comparable to fees charged by other non-federal agencies and private sector.
  - ▶ Must be approved by District Chief of Operations.
  - ▶ Copy must be maintained at the Project Office



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit

- Special Event Permit may be issued for the organized use of project resources for a specific purpose and limited duration, beyond what is normally engaged in by individuals or groups on a day-to-day basis
  
- Definition:
  - ▶ Usually benefits the general public
  - ▶ May impact and/or restrict the intended use of the project for others.
  - ▶ Often requires Corps support and/or oversight
  - ▶ Convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public.

**NOTE:** Activities that have significant impacts may be treated as Special Events instead of Special Activities at the discretion of the Operations Project Manager.



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit

- Special Events include, but are not limited to:
  - ▶ Water Carnivals
  - ▶ Boat Regattas
  - ▶ Large Fishing Tournaments
  - ▶ Music Festivals
  - ▶ Dramatic Presentations
  - ▶ Etc.
  
- Administrative Fee:
  - ▶ \$75.00 may be charged for each permit.
  - ▶ Additional fees may be assessed to recover costs incurred by the USACE as determined by the Operations Project Manager and should include:
    - Direct and indirect personnel costs including salaries and fringe benefits
    - Physical overhead
    - Vehicle Costs
    - Other indirect costs, including material and supply costs, utilities and travel
  - ▶ Events for-profit will be assessed a fee of 2% of gross revenue.



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit Insurance

(religious ceremonies, social ceremonies (weddings, etc), club fishing tournament, or family reunions)

- **Less than 50 participants**
  - ▶ May be required (at the discretion of the Operations Manager).
  
- **More than 50 participants**
  - ▶ Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of \$1,000,000 for each event



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit Insurance

(All non-motorized events such as volleyball tournaments, foot races, canoe regattas, etc.)

- **More than 50 participants is expected:**
  - ▶ Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of \$1,000,000 for each event



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit Insurance

(All event involving mechanical apparatus, such as boats, personal watercrafts, motorcycles, bikes, etc.)

- **Number of participants does not matter**
  - ▶ Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of \$1,000,000



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# EC 1130-2-550, Chapter 9

## Special Use Permits-Special Event Permit

### Vendor Sales

- Approval for vendor sales may be granted to the requesting event holder, **ONLY** in the absence of licensed concessionaire at the event or the inability of the concessionaire's to support the needs of the proposed event.



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# EC 1130-2-550, Chapter 9

## Special Use Permits - Revenue

- 100% of fees collected will be retained at the Project at which the fees are collected and available for use without further appropriation.
- Revenue will be used solely for administering the Special Use Permits and carrying out related operation and maintenance activities at the site at which the fees are collected.



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# Public Relations

- District Commanders shall be responsible for notifying Congressional representatives, as appropriate, of recreation user fee program changes within their congressional districts.



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# Location of Additional Information

- NRM Gateway
  - ▶ Recreation Use Fees Page
    - Prepublication EC 1130-2-550, Chapter 9
    - USACE Recreation Use Fee SOP
    - Guide for Implementation of EC 1130-2-550, Chapter 9 and RUFSOP
    - Referenced ENG Forms



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# Questions?

